

# Instructions for Completing the Fresh Fruit and Vegetable Program Online Application

**STEP 1:** Login to the SN Technology System at: <https://www.ncchildnutrition.org>

**STEP 2:** Select "Application" Tab

**STEP 3:** Select "FFVP Application Packet"

Item	Description
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)

**STEP 4:** Select Details for 2016-2017 School Year

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2016 - 2017	50.00	2/29/2016	4/8/2016	0
Detail	2015 - 2016	50.00	2/23/2015	4/3/2015	1

**STEP 5:** Complete the "Fresh Fruit and Vegetable Sponsor Application" by selecting "Add"

**FFVP Application Packet  
For School Year 2016 - 2017**

010 Status: Active  
**Alamance-Burlington Schools**  
 1712 Vaughn Rd  
 Burlington, NC 27217  
 Region: 4

Action	Form Name	Status
Add	Fresh Fruit And Vegetable Sponsor Application	Not Started

**STEP 6:** Select "Add" to complete the Site Application(s)

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2015	CEP Reimburse % Free	Approved	Status
Add	304	Alexander Wilson Elementary	51.8900	N/A	No	Not Started

**Please note the system will display ALL sites (elementary schools only) that were more than 50.0% Free/Reduced or CEP ISP based on the information submitted on the October 2015 claim.**

**ONLY add the sites to be considered for participation in the Fresh Fruit & Vegetable Program during the SY 2016 – 2017.**